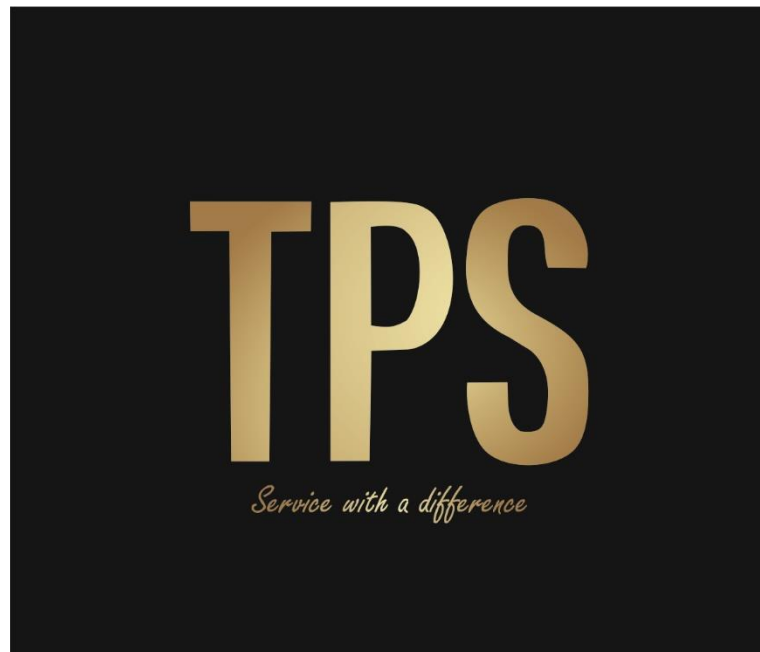


# ENVIRONMENTAL AND SUSTAINABILITY POLICY



**THE PROTECTION SERVICE LTD**

**January 2020**

It is essential that sustainable development and environmental management are at the core of all activities at the Protection Service Ltd. The Protection Service Ltd endeavours to be a major contributor to the effort to achieve sustainability through:

- the environment in which its staff work
- the skills and knowledge that they acquire and put into practice and
- its own strategies and operations.

## **Definitions**

Sustainability:

Meeting the needs of the present, without compromising the ability of future generations to meet their own needs, sustainable development must address environmental, economic, and social factors and the interrelationships between them.

Environment:

Surrounding conditions influences or forces, by which living forms are influenced and modified in their growth and development.

## **Objectives**

The objectives of this policy are to:

- Ensure that all environmental risks are assessed, managed and controlled
- Promote and adopt best practice within the organisation and its activities
- Maintain and develop the Protection Service Ltd in a sustainable manner
- Keep the staff and stakeholders informed on matters of the environment
- Develop good working relationships with relevant external authorities and bodies
- Develop managers and staff by providing training and information on environmental management and sustainability.

## **Principles**

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations strategies, policies and procedures.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.

- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

### **Practical steps**

To put these principles into practice we will:

#### ***Travel and meetings***

- Walk, cycle and/or use public transport to attend meetings, training venues, visits to partners and stakeholders, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals.
- Avoid physically travelling to meetings or training where alternatives are available and practical, such as using teleconferencing, video conferencing or webinars, and efficient timing of meetings and trainings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- To reduce the need to travel to meetings and elsewhere and facilitate regular contact.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.
- Use an emission recording scheme for business travel to monitor our impact.

#### ***Purchase of equipment and consumption of resources***

- Develop a sustainable procurement policy to ensure social, ethical and environmental scrutiny of products and services whilst achieving best value.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Seek to purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.

- Maximise energy efficiency, use of renewable resources and use of low carbon technology.
- Ensure that timber furniture, and any other timber products, are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic beverages.
- Promote and adopt best practice:

***Working practices and advice to service users***

The Protection Service Ltd is continuing its commitment to the environment which is very important to us as an organisation and is also valued by the people we employ and others we engage with. We are committed to the reduction of our carbon footprint and minimising our impact as a company on the environment.

Environmental measures include:

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that all Protection Service Ltd employee take account of sustainability issues in their interaction with commissioners and learners.
- Maximising our use of environmentally aware suppliers.
- Recycling plastic water cups.
- Recycling of printers and fax toners.
- Shredding and recycling all our paper waste.
- Recycling all redundant electrical equipment via the WEEE scheme.
- Include a copy of our Sustainability Policy in all our proposals to clients.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on **1 January 2020**

**Oladapo Awosokanre, Director**